

SEARCH FOR AVAILABLE OPENINGS

You will **NOT** be able to apply for jobs directly through the CS3 system! If referral instructions are not listed on the job order, call Indiana Workforce Development Employment Services at your Local Work One Office for further information.

- 1 From the **CS3** Main Menu, answer "YES" to the first question "Your work application has been renewed. Do you want to update or change any information?" Then select the **Job Match** section.

This will provide a list of job opportunities that match the information you provided. If you do not find any matches, review your information in the **Availability** and **Jobs & Skills** sections and your other information such as education level, driver's license, certifications, number of months experience, typing speed and data entry speed to see if there are any changes you can make. If you still are not finding matches, ask to review your CS3 application with an Employment Services staff member.

TM CS3 also provides a list of local area and nationwide openings. Answer "YES" to "Do you want to view nationwide job listings?" at the Main Menu.

- 2 Additional job listings are available at www.in.gov/dwd
Click on Job Listings & Job Fairs.

⌚ Change your information in **CS3** when your circumstances change: address, phone number, jobs, skills, experience, education, training, certifications, licenses, etc..

⌚ Stay in active matching status by logging on to **CS3** every 60 days or by calling your local Work One office.



Be a
STANDOUT
with an outstanding
application in
CS3

⌚ **CS3** may inactivate your application when you begin a new job. It is important to call to report your new job, especially if you want to remain in active matching status.

Indiana Workforce Development

⌚ **Customer Self Service System** ⌚

AVAILABLE ON-LINE TO APPLICANTS
FOR JOB MATCHING AT

<http://www.in.gov/dwd/>

click on "CS3"

Please tell us if you need special assistance to access services.

USE THESE **CS3** SECTIONS TO TELL EMPLOYERS ABOUT YOUR QUALIFICATIONS

▮ Education

▮ Diploma & Degrees

- High School, GED &/or College
- Major & minor areas of study

▮ Vocational & Other Training

▮ Licenses & Certificates

▮ **Military Service** (Be sure to also list your military service in the Work History section.)

▮ Work History (List ALL relevant jobs.)

Job titles alone often give employers only a bit of information. For each work history, explain your duties & responsibilities. Detail what machines, tools and equipment you have used. Answer how you contributed toward each company reaching its goals.

▮ Other Occupational Skills

This is in the Jobs & Skills section where you can type in other knowledge, skills & abilities you will bring to your next job. Note here what languages other than English you can speak, write &/or translate.

Maximize your job match potential with these

*CAUTION:
Any time you click on "BACK"
instead of "NEXT" you
may erase the info you
just entered!*

"MATCHING MUSTS"

▮ Availability

Full-time &/or part-time ▮ Duration of job ▮ Pay you require
Locations where you'll work – Select individual counties &/or areas if you do **NOT** want to match state-wide. Select "no geographical preference" if you can work anywhere in the state,

▮ **Jobs & Skills** Listing information in the **Work History** section won't be sufficient to match you with openings. You must also complete this section.

TM Follow these steps to select **JOB TITLES**:

1. Select "I want to ADD a new job title."
2. Choose only one occupational field. (You will be able to choose more occupational fields later.)
3. Click on "Next."
4. Select as many occupational job titles you wish.
5. Click on "Next."
6. Repeat steps 1-5 until you are satisfied with your list of occupational job titles.
7. Type in the number of MONTHS experience for each of your occupational job titles (leave blank if no experience).
8. Click on CERTIFICATION box on all job titles for which you have a certification or license.

TM Follow these steps to list your **SKILLS**:

1. Select "I want to ADD a new skill."
2. You will be shown lists of skills relating to the occupational job titles you chose and common skills.
3. Select all skills that apply to you.
4. You will want to select "I want to ADD a new skill" whenever you add new occupational job titles.

▮ **Other Matching Fields** only if required of a specific job

Months of Experience ∪ Type of Driver's License ∪ Education
Certifications ∪ Minimum Age ∪ Typing &/or Data Entry Speed